

Allegany College of Maryland
STUDENT & LEGAL AFFAIRS

DISCRIMINATION COMPLAINT REPORT
 NON-DISCRIMINATION POLICY/STATEMENT

This form shall be submitted to the Office of Student & Legal Affairs or other designated College Official to make a complaint of illegal discrimination. See the last page for a general description of the process. Any person who has experienced or witnessed illegal discrimination is strongly encouraged to report it. Retaliation for making a complaint or participating in the process is prohibited.

NOTE: Title IX complaints are handled by a different (albeit similar) process.

Non-Discrimination Statement: Allegany College of Maryland does not discriminate on the basis of age, ancestry/national origin, color, disability, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Directions: Complete this form in its entirety. Use additional sheets if needed. Attach a typed statement and any supporting documentation. (*Incomplete complaints will be returned to the submitter.*) Send everything to Dr. Renee Conner, Dean of Student & Legal Affairs. CC-152 via hand-delivery, postal mail, email (rconner@allegany.edu) or fax (301) 784-5068.

Your Name (Complainant): _____

Address: _____

Phone: _____ Email: _____

➤ What type of illegal discrimination is being alleged?

Race

Ethnicity

Color

Religion or creed

National origin

Age

Genetic information

Disability

Veteran status

Familial Status

* Sex, sexual orientation, gender identity, and gender expression discrimination are Title IX cases. Please contact the Title IX Coordinator or see www.allegany.edu/titleix for that complaint form.

➤ Who is the College Official you are accusing of illegal discrimination? _____

➤ When did the discrimination being alleged occur? Reports should be made in a timely manner.

Date: ___/___/___ Time: ___:___ am or pm

➤ Where did the discrimination being alleged occur? (ie., location) _____

➤ Describe in detail the discriminatory act(s) being alleged? **Be specific.** Must be typed and attached.

» Vague claims are insufficient to support action by the College.

» The complaint should provide details about the nature of the discrimination being alleged.

» The complaint should describe whether/how the College Official treated the complainant differently than others in similar circumstances *because* of the Complainant's status as noted above.

» The complaint should describe how the incident is connected to the College (ie., class, activity, ACM personnel in their official capacity, ACM sponsored event, etc.)

» Attach any supporting documentation.

➤ What would resolve the issue or concern for you? **Be specific.** Must be typed and attached.

STUDENT CERTIFICATION

By signing below, I certify that I have read and completed this report myself. I certify that all contents and any attachments are true and complete. I understand that any inaccurate, misleading, fraudulent, or incomplete information will result in the complaint being denied or other appropriate action (including disciplinary action by the College where appropriate and/or revocation if petition is approved). I understand that the College reserves the right to request additional documentation and/or to verify any claims made in this petition.

Signature

_____/_____/_____
Date

Upon receiving a report of alleged discrimination by a College Official, Allegany College of Maryland will:

1. Review the written Discrimination Complaint Form and any related documentation.
2. Determine if the report alleges illegal discrimination and is specific and credible.
3. If so, conduct an informal preliminary inquiry of the complaint.
 - >> *Accused person(s) is provided a copy of the complaint*
4. Take immediate and appropriate action to stop any discrimination that is occurring
5. Determine if there is reasonable cause to support an accusation of discrimination.
 - >> **Standard: Sufficient, substantiating evidence**
6. If so, conduct a prompt, adequate, reliable, and impartial formal investigation of the complaint.
7. Determine if discrimination occurred.
 - >> **Standard: Preponderance of the evidence**
8. Take immediate and appropriate action to prevent its recurrence
9. Take immediate and appropriate action to remedy the effects upon the complainant.
10. Follow all appropriate procedures as detailed in the Human Resources Manual and other institutional policies.
11. Preserve the confidentiality and dignity of all parties;
12. Comply with other legal and policy/procedure requirements – coordinating this process with other procedures where appropriate for efficiency and fairness to all parties.

NOTE: No particular outcome is guaranteed.

Illegal Discrimination: *An act that adversely affects a person in one of the protected classes listed in the Non-Discrimination Statement above and that is demonstrably different than how the College Official treated similarly situated persons who are not in the Complainant's protected class.*

Informal Resolution: *At any point in the complaint process, if a mutually agreeable solution is reached, the matter may be closed without penalty or consequence to any party. The Dean of Student & Legal Affairs or designated College Official reserves the right to suggest resolutions at any time. The resolution shall be documented and provided to both the Complainant(s) and the Respondent(s). Written confirmation may be requested*

Withdrawing a complaint: *Any person who has submitted a Discrimination Complaint Form has the option to subsequently withdraw the complaint without penalty or consequence. Circumstances may change or, as the complaint process unfolds, a mutually acceptable resolution is reached. Such an "exit" from the complaint process may occur at any stage. If that occurs, the complainant should notify the Dean of Student & Legal Affairs. Written confirmation may be requested.*

Third Party Communication: *Only the persons involved in the complaint will receive any communication about the complaint from College Officials; third parties will not be given information regarding any of the specifics related to a complaint or information that compromises the integrity of the process or the confidentiality and dignity of any person.*

Attorney(s): *This process is NOT a legal proceeding, and legal standards do not apply. Therefore, lawyers are neither necessary nor may participate. However, at any point in the complaint process, any person may consult an attorney at his/her own expense.*